

STEP 1

Grievance Form

This form is to be used by the employee in filing a formal grievance. The form will be filled in completely and will serve, without amendment, as the source document for the grievance process. All supporting documentation must be attached to this grievance form.

Employee's Name

Job Title

Immediate Supervisor's Name

Employee's Work Location

GRIEVANCE STATEMENT

In order for a formal grievance to be processed, the following four elements must be addressed (attach additional pages if needed):

- (1) What was the date of occurrence and what specific behavior, condition, or violation of policy or procedure occurred which you consider constitutes a grievance?
- (2) How have you been adversely affected by the grievance situation?
- (3) What specific action have you taken to reconcile and improve this situation, including discussing it with your immediate supervisor? What has been the outcome of these efforts?
- (4) What specific remedy do you request?

Employee's Signature

Date